

User Guide

To

Discipline, Crime and Violence

Data Collection

2004-2005

(Revised Version December 20, 2004)

PURPOSE OF DATA COLLECTION

There are a number of basic reasons for data collection. We all know that the primary mission of schools is to promote learning. It has been well documented that safe and orderly learning environments are aligned with effective schools.

A safe and healthy school climate represents a significant contribution to effective teaching and learning. Disruptions to the school day (such as violence and threats of violence) get in the way of learning.

Everyone wants schools that are safe. Everyone wants schools that are orderly. Data collection represents both basic and crucial keys to assessing school safety.

School safety plans are important. Planning for safe schools requires creating and maintaining a positive and welcoming school climate, free from drugs, violence, threats, or fear. A safe environment is a requirement for teachers to be able to teach and for students to be able to learn.

Incident data can help school divisions use their resources more effectively. Accountability to the public dictates that limited resources are used to provide safe schools and maximum learning opportunities. By preventing problem behaviors, resources can be directed to ensuring a high level of instruction. To have to devote previous dollars to widespread vandalism repair would not be considered the best use of limited funds.

Researchers also tell us that incident data should be used to drive the decisions behind the allocation of resources. Accurate and reliable data could provide the means for a school division to demonstrate its need for additional funds. Incident data could be used to evaluate the effectiveness of a school division's prevention program.

Incident data should also be used to guide decisions. Data, as opposed to hunches, will give the school division the ability to make changes in discipline policies and procedures where changes are needed.

In summary – data is important. The reasons for collecting it are important:

- Promotion of Learning
- Improving School Safety
- Managing Resources
- Decision-Making

In Virginia, data is collected by the Virginia Department of Education in order to meet state and federal reporting requirements. This includes:

- No Child Left Behind Act of 2001 Performance Indicator for Title IV: Safe and Drug-Free Schools Program
- Safety indicators for the Virginia School Performance Report Card

¹Safety in Numbers, pp. 3-8. National Center for Education Statistics, U.S. Department of Education, 2002.

- Virginia crime and violence report, as required by the Code of Virginia §22.1-279.2:1
- Federal Individual with Disabilities Education Act (IDEA) report on suspensions and expulsions for students with disabilities
- Federal Safe and Drug-Free Schools and Communities Act
- Federal Gun Free Schools Act

Incidents of Discipline, Crime, and Violence Reporting Period 2004-2005

BACKGROUND

Statutory Requirements for Reporting Incidents

The Code of Virginia (§22.1-279.3:1) requires school divisions statewide to submit data annually to the Department of Education (DOE) on incidents of discipline, crime, and violence. These incidents shall include (1) those that occurred on school property, on a school bus, or at a school-sponsored activity; and (2) offenses, wherever committed, by students enrolled in a school, if the offense would be a felony if committed by an adult or would be a violation of the Drug Control Act.

In addition, the federal Gun-Free Schools Act of 1994 (GFSA, Sec. 14061) requires all states that receive federal funds under the Safe and Drug-Free Schools and Communities Act to report annually the number of students suspended or expelled statewide for the possession of firearms on school property. The provisions of this section shall be construed in a manner consistent with the Individuals with Disabilities Education Act.

Evolution of Reporting Requirements

Reporting requirements and refinements in reporting procedures have changed over a twelve-year period. In 1991, school divisions began reporting to the DOE data on discipline, crime, and violence, as required by section 22.1-279.3:1 of the Code of Virginia. Since that time, state and federal reporting requirements have changed, and there have been efforts to bring the state reporting process more in line with federal standards. The DOE began converting to an electronic reporting system in 1998. Data collected prior to 1998 were submitted using different reporting requirements from the requirements for this report. Consequently, great caution is advised in comparing data submitted in previous years.

Reporting Process

Local school divisions are required to submit data annually to the DOE on incidents of discipline, crime, and violence. Data are submitted annually in an electronic format; the report is typically due in October for the previous school year. Detailed instructions for submission are provided to local school divisions, and the DOE holds multiple regional technical assistance workshops each year for local school division staff involved with the reporting process.

The reporting process is by definition a self-reporting system. The division superintendent is required to verify the correctness of the data submitted. Local school divisions use a variety of internal methods to collect and manage data that are submitted to the DOE; these methods vary in sophistication and may affect the quality of data submitted. For example, one local school division may collect information on incidents of disorderly conduct using a single “disorderly conduct” category. Another school division,

using a more sophisticated method of collecting data, may collect information on incidents of disorderly conduct using as many as seven sub-categories of disorderly conduct. Any comparison of the two school divisions must take into account variations in the internal methods used to collect and manage data. The DOE has made every effort to report accurately the data provided by school divisions. However, variations are inherent in the process. Readers of the report are cautioned against ranking school divisions or making comparisons among school divisions or with past years' performance.

Virginia's reporting process employs a set of offense definitions and a system of offense codes that are consistent with recommendations of the National Center for Education Statistics and the National Forum on Education Statistics¹. Definitions of offenses for 2004-2005 are included as Table VII, Part A and B of this guide. Recent revisions have aligned Virginia's definitions with federal definitions. All reporting is compliant with state and federal confidentiality laws that prohibit disclosure of information about individual students.

Virginia uses incident-based reporting consistent with federal standards. "Incidents" are anything from criminal acts that result in the involvement of law enforcement officials to minor problem behaviors that are disruptive to a classroom. A single event is one incident regardless of how many perpetrators or victims are involved. It is important to recognize that a single incident may involve multiple students and result in multiple disciplinary actions. For example, a fight involving two students would be considered a single incident but may produce two suspensions.

Local Student Conduct Policy

Local school boards are required to establish the grounds for suspension and expulsion that meet school division needs and that comply with state and federal laws such as the Gun-Free Schools Act. Virginia law prescribes minimum procedures a local school board must follow in cases of suspension and expulsion. Virginia's *Student Conduct Policy Guidelines* provide school boards with guidance related to the suspension and expulsion of students. Suspension and expulsion are defined as follows:

Suspension is defined as the temporary denial of a student's attendance at school. The duration of a short-term suspension is 10 days or less; a long-term suspension is eleven days or more.

Expulsion is defined as the denial of a student's attendance at school for up to 365 days or permanently depending on school board policy.

Suspension or expulsion, or both, may be used as disciplinary measures when local school authorities determine that such action meets the following criteria:

Suspension or expulsion is:

- An appropriate disciplinary sanction for a violation of the student code of conduct
- Appropriate to prevent disruption of the school's learning environment, programs, or activities
- Appropriate to ensure the safety and welfare of the student, other students, and/or staff
- Appropriate to maintain a safe, drug- free, and orderly school environment conducive to learning

² Safety in Numbers: Collecting and Using Incident Data to Make a Difference in Schools. U.S. Department of Education, National Center on Education Statistics, National Forum on Education Statistics. NCES 2002-312. Washington, DC: 2002.

Local school board policies may identify criteria relating to suspensions and expulsions that are more stringent than the criteria listed above, as long as they do not violate other state and federal laws. Removal of students with disabilities must be in accordance with state and federal laws and regulations.

Although there are uniform requirements and procedures governing the suspension and expulsion of students, local student conduct policies do vary, and these differences affect the way that offenses and disciplinary actions are counted and reported.

Persistently Dangerous Schools

Each state receiving funds under the federal No Child Left Behind Act of 2001 is required to establish and implement a statewide policy requiring that a student attending a persistently dangerous school be allowed to attend a safe school. (SUPTS MEMO # 86, May 9, 2003) The Virginia Board of Education's Unsafe School Choice Option policy was adopted in May 2002. The Board subsequently approved a *Persistently Dangerous Schools Identification Process and Criteria* that established thresholds of incidents using data over a three-year period provided by local school divisions in their *Annual Report on Discipline, Crime, and Violence*. A school exceeding established thresholds may be designated "cautioned," "on probation," or "persistently dangerous." Schools so designated must develop corrective action plans and are subject to graduated interventions. Virginia's Unsafe School Choice Option policy can be accessed on the DOE website. <http://www.pen.k12.va.us/VDOE/nclb/#safe>

Limitations of Data

Limitations of data presented in this report arise from two primary sources: changes in reporting requirements across time and variations in student conduct policies across localities. Variations in local methods of collecting and managing data also contribute to some variation in the quality of data submitted across localities.

Because of year-to-year changes in reporting requirements, readers are advised to use great caution in comparing 2002-2003 data to data reported for previous years.

Because of variations in local school division student conduct policies and, to a lesser extent, the quality of data submitted, readers are strongly cautioned against making comparisons between and among school divisions.

Appropriate Uses of Data

According to the National Center for Education Statistics, data are important to help:

- Replace hunches with facts
- Identify the causes of problems
- Assess needs so that services can be targeted
- Determine whether goals are being accomplished
- Understand the impact of prevention and intervention
- Answer community questions regarding the results of citizens' investment in public education.

The most important reason for collecting data is to use the information to promote school safety and learning. Data enable administrators to assess the impact of programs that have been implemented. Data provide the basis for grant applications. Incident data are also useful in assessing the costs associated with discipline problems and allocating resources appropriately. By more precisely identifying the types, locations, and circumstances of disciplinary problems, school divisions can more effectively select strategies and allocate resources to address problems.

It is important, however, that data be examined in context. A high suspension rate could indicate a school with high levels of disorder. However, schools that do not tolerate misbehavior can also have high suspension rates, particularly as they work to effectively manage student misbehavior. Conditions such as overcrowding and poorly designed buildings can also contribute to high suspension rates. The context is critical to understanding the numbers and to determining policy and programmatic implications.

Conventions used in this Guide

This guide relies on several conventions that are intended to help you locate the information you need quickly and easily.

•	Important! This symbol points to important information that will indicate items to remember or how to navigate through the user guide with success.
(New Information! This symbol indicates new important information has been added for the specific year of this guide.
L	Tip! This symbol points to a tip that can help you with easier methods or better navigation of this guide.
V	Danger! This symbol indicates important information which may cause problems at a later date if the instructions are not followed carefully.
@	Reminder! This symbol indicates important information that is being re-emphasized.

Suggested Strategies

1	Data entry for a small school should be the responsibility of only one person. Data entry for a medium or large school should be assigned to individuals with clear directions or responsibilities (i.e. assistant principals).
2	Create a paper form that corresponds with the data requested by the data collection system for the division or the Web collection system. (See Sample Form on page 42)
3	The assigned data entry person using the DOE Web submission should have login/ password rights to the system.
4	All data entries should be entered weekly at the school level.
5 • (An evaluation of data at the school level should take place quarterly to ensure the accuracy of the data. With the use of the DOE's new Web submission data collection process each division has the option of submitting a file from their data collection system through the web to check for errors and generate a report for each school. However, if the division decides to use the Web submission data collection process as a manual entry for each school, the file submission from the division data collection system cannot be mixed with the manual entry process. The most recent process will overwrite the earlier process (See the Instruction Manual for Web submission data collection process.)
6	All cases sent to the school board for review should have a monitoring system. If the data is modified or needs modification, one person is responsible for tracking the disposition of the disciplinary action.
7 L	Create a decision-making review team at the division level to examine the data to ensure accuracy and consistency in reporting data.
8	Division protocols need to be created and revised every two years to maintain high standards and consistency of reporting.
9	Provide in-service training in data entry for division staff.
10	Align division codes with state codes within the local data collection system.

Reporting Tips

1	Incident An incident is the event itself (such as a fight) which may involve one or more student offenses.
2	Offense The offense is the behavior exhibited by the student or students involved in the incident (such as assault/battery without a weapon). Up to three offenses per incident may be used. The first offense listed is considered the primary offense.
3	One incident, one report One incident may involve one student or more than one student. Do not create a new incident number for each student. Use the same incident number for each student involved in the incident.
4	One incident with several offenses If more than one offense is part of a single incident, both the single incident and multiple offenses shall be reported.
5	Incident-based reporting All data collected shall reflect <u>incident-based reporting</u> . For example, a fight is a single incident that may involve several students and several offenses. The incident number needs to be assigned when the incident occurs--not during the database extraction stage.
6	Incidents at off-campus, school-sponsored events When a student is involved in an incident that occurs off-campus at a school-sponsored event, that incident must be reported. The student may be either a perpetrator or a victim. <u>The student's home school is responsible for reporting the incident under its own school number.</u>
7 @	Incidents on school grounds -365 days a year/24 hours a day/7 days a week All incidents occurring on school grounds, 365 days a year/24 hours a day, must be reported. This includes all public school property that serves students in any or all grades, PK-12. Incidents must be reported whether or not the offender is an enrolled student. <u>Any incident that happens after school hours and not at a school-sponsored event will not count against the incident school towards persistently dangerous threshold points.</u>
8 @	Incidents in alternative education schools or regional centers All incidents occurring in alternative education settings (whether a school, center or other) or at a career/technical school shall be reported. The student's home school (the enrolled school) is responsible for reporting the incident. If a regional center has an incident, the "incident division" number would be the regional center number. The "incident school" number would be the school number for the regional center. (See Table X for Regional centers with division and school numbers, pp 36-37.)
9	Incidents on school transportation All incidents that occur on any school transportation, including bus transportation to and from school and other transportation that may be used to and from school-sponsored events, must be reported.
10	Incidents that result in Saturday school, in-school, or sanctions involving suspension or expulsions These incidents (if they involve a required code) must be reported regardless of sanction.

11	Incidents that result in suspension or expulsions All incidents that result in out-of-school suspension or expulsion must be reported regardless of sanction.
12	Required offense codes All “Required Offense Codes” must be reported. (See Table VII. Part A.)
13	Sub-category Offense Codes These codes are not required to be reported but may be used by a school division for purposes of further clarification of offenses within the division. If the sub-category codes are submitted to DOE they will be recorded as a five digit code. (See Table VII, Part B.)
14	Time Period All data will be collected for a 365-day period, beginning with the first day of the school year and continuing through summer school of next calendar year.
15 (- .	Primary Offense A primary offense is the most important offense that is responsible for receiving disciplinary sanctions. The primary offense should be listed as Offense Code 1.
16 .	Shared incident codes An incident that occurs involving several students from different enrolled schools will have one incident code. This code must be shared between schools or even divisions. The enrolled school will be the reporting school. The incident school is where the incident happened. The incident school will receive the persistently dangerous threshold points.
17 (- .	Incidents in regional centers Incidents that occur in regional centers must be reported by the enrolled school, but the incident school is the regional center. Each regional center will have persistently dangerous threshold points counted against them based on served enrollment.

Data Elements

1	Record Type The record type for all records is “B.”
2	Student Identifier A unique identifier locally assigned within a school to provide confidential identification of a specific student. This student identifier is to be used throughout the report, even if the student is involved in multiple incidents or transfers from one school to another within the division.
3	Non-student identifier-NS If the offender is not enrolled in any Virginia public K-12 schools, report the individual as a non-student.
4	Unknown Identifier-UN If an incident occurs and the offender is not known, then indicate an unknown individual.
5	Enrolled Division Number This is a state assigned three-digit division number for the school division where the student is officially enrolled in school.
6	Enrolled School Number This is a state assigned four-digit school number for the school where the student is officially enrolled. The school where the student is enrolled should report the incident. Schools not listed on the Fall Membership report will not be accepted.
7	Incident Division Number This is a state assigned three-digit division number for the school division where the incident occurred.
8	Incident school number This is a state assigned four-digit school number for the school where the incident occurred.
9	Grade A student’s enrolled grade at the time of the incident shall be determined according to the codes provided on. (See Table I for grade codes, p. 15).
10	Disability Code A unique code to identify students with disabilities shall be listed according to the two digit number that is on (See Table II for Disability codes, p. 15.)
11	Student’s Date of Birth The date of birth (up to age of 21) is required for all students and shall be entered as mm/dd/yyyy. Date of birth may be blank for non-students and unknown offenders.
12	Racial/Ethnic Code The racial/ethnic category shall be used to describe the group to which a student belongs. The category that most closely reflects the individual’s recognition in the community should be used for purposes of reporting students who are of mixed racial and/or ethnic origins. The racial/ethnic code is required for all students, but it may be left blank for non-students or unknown offenders. (See Table III for racial/ethnic codes.)
13	Gender The gender coed of F=female and M=male is to used. I may be left blank for non-students and unknown offenders.
14	Incident Date The date that the incident occurred should be entered at mm/dd/yyyy. The date is required for reporting all incidents.
15	Incident Code This is a unique code of not more than ten characters, locally assigned within a school to identify a special incident. One code is used on the report for all students involved in a particular incident. • This is one of the key fields that links incident records to student records. If multiple students were involved in a specific incident, then all students would be assigned the same incident code.

	Fighting incidents always involve two or more students. This will generate multiple records with the same incident code whenever an offense code for fighting is used. However, if the same student has more than one offense on different dates, use a different incident code for each incident.
16	Offense Code 1 through Offense Code 3 All required offenses listed on Table VII Part A , as well as other offenses on Table VII Part B , for which a student is suspended or expelled under local guidelines must be reported. For the majority of students there is only one offense reported (Offense Code 1). Offense Code 1 is considered a primary field that indicates that this offense perpetrated the sanction. There are spaces for two more offense codes (offense code 2 and offense code 3).
17	Number of Firearms Confiscated Report the number of firearms that were confiscated. If a firearm is confiscated but cannot be linked to a specific student, then report the number of firearms for this incident with a student identifier of UN for unknown. Report zero (0) if no firearms are confiscated. If only one firearm is confiscated when there are multiple students involved, the count should be reported for only one of the students.
18	Number of Non-Firearm Weapons Confiscated Report the number of non-firearm weapons that were confiscated. If a weapon (non-firearm) is confiscated but cannot be linked to a specific student, then report the number of non-firearm weapons for this incident with a student identifier of UN for unknown.
19	Final Division Discipline or Sanction “Discipline Sanction” defines the total days of discipline assigned to the student for his/her particular offense. Keep in mind that Offense Code 1 is the primary offense. If the student has violated a required code but the sanction is 99, (no days suspended or expelled) this incident is still recorded. (See Table IV for Sanction codes)
20	Number of Days Suspended or Expelled The number of days suspended or expelled is required for all students in violation of a required offense. The total days must be in direct correlation to the sanction code. (See Table IV for days with Sanction codes.)
21	Number of Victims A victim is the recipient of an offensive act that may be criminal in nature and usually relates to personal crimes. Report the number of victims as a result of an incident i.e. (01). The number of victims should be listed on only one student record or distributed among offenders where applicable if there are multiple victims. Report zeroes (00) if there were no victims. (See Table V for offense codes used with a victim count.)
22	Alternative Placement An alternative education program may be any program for students who are not enrolled in the regular school environment, such as students at risk for dropping out, students who have been expelled from their regular classes, student who are undergoing outpatient treatment for drug use. Indicate whether or not the student was placed in an alternative education program as a result of this incident. Place Y or yes or N for no. Do not leave blank.
23	Expulsion Expulsion means that a student will not be allowed to return to school for up to 365 days or permanently, as determined by the local policy. Indicate whether or not disciplinary action for this student included permanent expulsion. Place Y for yes or N for no. Do not leave blank.
24	Time Element This field is necessary so that the time of an incident may be tracked according to whether it occurred during the school day, school activity, at a non school activity or in transit. (See Table VI for time elements.)

Discipline Sanction Codes

Code 02	For students with disabilities, short-term suspensions are defined as a single suspension of ten (10) days or less.
Code 03	Long-term suspensions are defined as a single suspension of eleven (11) days or more.
Code 04	Long term suspension or expulsion is defined as a single suspension or expulsion for 365 days. This may be either a permanent expulsion or a 365 day removal from school.
Code 05	Special Education Interim Alternative Placement –Report those incidents in which school personnel (not the IEP team) order the removal of children with disabilities from their current educational placement to an appropriate interim alternative educational setting for not more than 45 days when the offense involves weapons or drugs.
Code 06	Special Education Interim Alternative Placement—Report those incidents in which an impartial hearing officer, appointed by the Supreme Court of Virginia orders the removal of children with disabilities from their current educational placement to an appropriate alternative education setting for not more than 45 days. This decision is based on the hearing officer's determination that the public agency has demonstrated by substantial evidence that maintaining the child's current placement is substantially likely to result in injury to the child or to others.
Code 07	Drugs and Weapon offenses WP1, WP2, WP4, WP6, WP7, WP8, DR1, DR4 which involve 0 to 364 days must use the sanction 07. This indicates that expulsion was modified.
Code 99	Code 99 should be used for any discipline not defined in codes 02 through 07. This may include in-school detention, bus suspension, Saturday detention, and so forth. There are not days attached to a sanction 99.

Electronic Process for Collecting and Submitting Data

Process-collection	Description
1	The division's data collection system: All collection can be made through the division's collection system. All data elements are defined in a table. (See Table VIII.)
2	DOE's Web collection system: All collection can be made through DOE's new Web collection system. This system will be described in the Instruction Manual.
3	A division must decide on ONE method for data collection. (1)DOE's new Web submission collection system or (2) the division data collection system ((SASI , Star Base)). These two systems cannot be mixed. If you enter data manually into DOE's new Web submission collection system, it will delete any file data or vice versa.
Process-Submission	Description
1	Data from a division's data collection system needs to be extracted and put in a tab-delimited format (see Table VIII.). This tab delimited text file will be submitted through the Web collection system. It may be submitted monthly, every 9 weeks, or yearly. However, each time the file is submitted, it will overwrite the previous data.
2	When data is entered in DOE's Web collection system, it will not be finalized until all incidents have been submitted. It is not possible to use the Web collection system and the tab delimited file submission together. Divisions must decide which process they desire to use.
Process-Verification Report	Description
1	When a tab delimited text file is submitted through the Web, a validation screen will appear when you click on "Successful" or "Warnings successful." Before generating the final verification report, the user must verify that data being submitted is complete for semester 1 and 2. It will also ask for validation data for summer schools and centers if applicable. When the final verification signature page is generated the Web window will be locked.

Table I
Grade Level

Code	Grade
PK	Pre-kindergarten
KG	Kindergarten
01	Grade 1
02	Grade 2
03	Grade 3
04	Grade 4
05	Grade 5
06	Grade 6
07	Grade 7
08	Grade 8
09	Grade 9
10	Grade 10
11	Grade 11
12	Grade 12
PG	Post graduate student

Table II
Disability Codes

Code	Disability
01	Mental Retardation
02	Severe Disabilities
03	Multiple Disabilities
04	Orthopedic Impairments
05	Visual Impairments
06	Hearing Impaired
07	Specific Learning Disabilities
08	Emotional Disturbance
09	Speech/Language Impairments
10	Other Health Impaired
12	Deaf Blind
13	Autism
14	Traumatic Brain Injury
15	504
16	Developmentally Delayed

Table III
Racial/Ethnic Code

Code	Classification
00	Unspecified
01	Native American/Alaska Native
02	Asian/Pacific Islander
03	Black (non-Hispanic)
04	Hispanic
05	White (non-Hispanic)
06	Native Hawaiian

Table IV
Sanction/Days Codes

Sanctions	Days	Conditions
02	1-10	Short Term out of school –All codes
03	11-364	Long Term out of school—All codes
04	365	Expulsion—All codes
05	1-45	Interim Placement –Drugs and Weapons—DR1, DR4, WP1,WP2, WP4, WP6, WP7, WP8, WP9
06		Court Appointed Hearing Officer by Virginia Supreme Court
07	0-364	Applies to DR1, DR4, WP0, WP1,WP2, WP4, WP6, WP7, WP8

Table V
Codes requiring Victim Counts

Code	Code	Code	Code	Code	Code	Code
BA1	HO1	SX0	TH1	TI1	KI1	RO1
BA2	HO2	SX3	TH2	TI2		
BA3	HO3	SX4				
BA4	HO4	SX5				
BA5		SX6				
		SX7				
		SX8				

Table VI
Time Element

Time Element	Definition
01	During the regular school day. "01" is defined as before class, during class, during class change, during lunch/recess, after classes, and other times during school hours. This includes school-sponsored activities that occur during the regular school day, such as a field trip.
02	School-sponsored activity outside the regular school day. "02" involves any school-sponsored activity where an incident occurs.
03	Non school-sponsored activity outside school hours. "03" involves an incident that did not occur during a school-sponsored event but involved one or more students or on school property.
04	In transit on the way to or from school. "04" is defined as an incident that occurred while students were on the way to or from school on school provided transportation.

Table VII, Part A

All Required Codes are to be Reported Regardless of Sanction

(Incidents to be used as measures for determining persistently dangerous schools are identified in the shaded rows)

Offense Term	Definition	Required Codes	Alternative Reference	*Source of Requirements	Sub-Categories
Alcohol Use Possession Sale Distribution	Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or consumption of intoxicating alcoholic beverages or substances represented as alcohol. Suspicion of being under the influence of alcohol may be included if it results in disciplinary action.	AL1		Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116 20 USC § 7161	ALC01 – Alcohol Use ALC02 – Alcohol Possession ALC03 – Alcohol Sales or Distribution
Arson Actual Attempted	To unlawfully and intentionally damage, or attempt to damage, any school or personal property by fire or incendiary device. Firecrackers, fireworks, and trashcan fires would be included in this category if they were contributing factors to a damaging fire.	AR1	Firecrackers and fireworks should be coded as OT1	Code of VA §22.1-279.3:1(A) SDFSCA Report	ARS01 - Arson Actual ARS02 – Arson: Attempted ARS03 —Lighted firecrackers, or cherry bombs, Stink-bombs that contribute to a damaging fire.
Assault/Battery With Firearm or Other Weapon Against Staff	An actual offensive and intentional touching or striking of a staff member against his or her will, intentionally causing bodily harm with the use of a firearm or other weapon.	BA1		BOE-PDS Policy Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116 20 USC § 7151 8 VAC 20-560-10 8 VAC 20-131-270	
Assault/Battery With No Weapon Against Staff	An actual offensive and intentional touching or striking of a staff member against his or her will, intentionally causing bodily	BA2		Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116	

Offense Term	Definition	Required Codes	Alternative Reference	*Source of Requirements	Sub-Categories
	harm without the use of a firearm or weapon.			8 VAC 20-560-10 8 VAC 20-131-270	
Assault/Battery With Firearm OR Other Weapon Against Student	An actual offensive and intentional touching or striking of a student against his or her will, intentionally causing bodily harm with the use of a firearm or other weapon.	BA3		BOE-PDS Policy Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116 20 USC § 7151 8 VAC 20-560-10 8 VAC 20-131-270	
Assault/Battery With No Weapon Against Student	An actual offensive and intentional touching or striking of a student against his or her will, intentionally causing bodily harm without the use of a firearm or weapon.	BA4		Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116 8 VAC 20-560-10 8 VAC 20-131-270	
Malicious Wounding Without a Weapon	Maliciously wounding (without a weapon) any person or by causing bodily injury, with the intent to maim, disfigure, disable, or kill.	BA5	Assault/Battery	BOE-PDS Policy SDFSCA 20 USC § 7116 8 VAC 20-131-270	
School Threat Bomb Terrorist Chemical/ Biological Threat	Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff. Intentionally making a false report of potential harm from dangerous chemicals or biological agents.	BB1	Bomb/Terrorist/ Chemical Threat	Code of VA §22.1-279.3:1(A) SDFSCA Report	
Breaking And Entering/ Burglary	Unlawful entry or attempted entry into a building or other structure with the intent to commit a crime.	BR1	Robbery/Theft/ Trespassing/ Vandalism	SDFSCA Report	BRK01 —Burglary: Actual BRK02 —Burglary: Attempted

Offense Term	Definition	Required Codes	Alternative Reference	*Source of Requirements	Sub-Categories
Disorderly Conduct	Any act that intentionally disrupts the orderly conduct of a school function. Any behavior that substantially disrupts the orderly learning environment.	DC1	Minor Insubordination/ Violation of School Rules/Disorderly Conduct-Optional Codes	SDFSCA Report	Disorderly Conduct/Substantial Disruptive Behavior DOC03 —Disruptive Demonstrations DOC07 —Setting Off False Fire Alarm
Drug Violations Schedule I & II Anabolic Steroid Marijuana Use Possession	Unlawful use, possession, transportation, or importation of any schedule I or II drug or marijuana or anabolic steroid.	DR1	All Drug Codes	Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116 20 USC § 7161 8 VAC 20-560-10	Schedule I & II Drugs Marijuana/Anabolic Steroid-Use and Poss. DRG01 —Schedule I & II Drug Use DRG02 —Schedule I & II Drug Possession DRG07 —Marijuana Use DRG08 —Marijuana Possession DRG20 —Anabolic Steroid/Use and Poss.
Drug Violations Inhalants Look-alikes Use Possession	Unlawful use, cultivation, manufacture, purchase, possession, transportation, or importation of any inhalants or substances represented as drug look-alikes.	DR2	All Drug Codes	Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116 20 USC § 7161 8 VAC 20-560-10	Inhalants/Look-alikes Use, Possession DRG15 —Possession of Inhalants DRG16 —Use of Inhalants DRG17 —Substances represented as Drug—(Look-alikes)
Drug Violations Prescription Theft Attempted Theft	Unlawful taking or attempted taking of drugs prescribed to another.	DR3	All Drug Codes	Code of VA §22.1-279.3:1(A)	
Drug Violations Schedule I & II Anabolic Steroid Marijuana Sale Distribution	Unlawful possession with intent to distribute, sell or solicit any Schedule I or II drug, or Marijuana, or anabolic steroid.	DR4	All Drug Codes	BOE-PDS Policy Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116 20 USC § 7161 8 VAC 20-560-10	Schedule I & II Drugs/Marijuana/Anabolic Steroid - Sale/Dist. DRG03 —Schedule I & II Drug Sale/Dist. DRG09 —Marijuana Sale/Dist. DRG19 —Anabolic Steroid Sale/Dist.
Drug Violations Schedule III-VI Use Possession Sale/Dist. Paraphernalia Possession	Unlawful use, possession, with intent to distribute, sell or solicit any controlled drug or narcotic substance not specified in previous drug categories.	DR5	All Drug Codes	Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116 20 USC § 7161 8 VAC 20-560-10	Schedule III-VI /Drugs-Use/Poss./Sale/Dist. DRG10 —Other Drug Use DRG11 —Other Drug Possession DRG13 —Drug Overdose/Paraphernalia/Poss.

Offense Term	Definition	Required Codes	Alternative Reference	*Source of Requirements	Sub-Categories
					DRG12 —Other Drug Sale/Dist
Fighting with Injury – (Major)	Mutual participation in a fight involving physical violence, where there is serious injury . Requires medical attention and may include, but not be limited to the following: a stab or puncture wound, fractured or broken bone, concussion, cuts requiring stitches	FA1	Assault/Battery Disorderly Conduct	8 VAC 20-131-270	
Fighting with No Injury—or Minor injury	Mutual participation in a fight involving physical violence, where there is no or minor injury . May include, but not be limited to, the following: scrape on body (e.g., knee, elbow, hand, etc., minor bruising)	FA2	Assault/Battery Disorderly Conduct	8 VAC 20-131-260	
Gang Activity:	Street gang means any ongoing organization, association, or group of three or more persons, whether formal or informal, which has as one of its primary objectives or activities the commission of one or more criminal or non-criminal gang activity.	GA1		SDFSCA Report	
Homicide Against Staff With Firearm	Any death resulting from causes other than accidentally self-inflicted or suicide against a staff member involving a firearm.	HO1		BOE-PDS Policy Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116 GFSA 20 USC § 7151 8 VAC 20-560-10 8 VAC 20-131-260	
Homicide Against Student With Firearm	Any death resulting from causes other than accidentally self-inflicted or suicide against a student involving a firearm.	HO2		BOE-PDS Policy SDFSCA 20 USC § 7116 8 VAC 20-560-10 8 VAC 20-131-260	
Homicide Against Staff With Other Weapon	Any death resulting from causes other than accidentally self-inflicted or suicide against a staff member involving a weapon.	HO3		BOE-PDS Policy SDFSCA 20 USC § 7116 8 VAC 20-560-10 8 VAC 20-131-260	

Offense Term	Definition	Required Codes	Alternative Reference	*Source of Requirements	Sub-Categories
Homicide Against Student With Other Weapon	Any death resulting from causes other than accidentally self-inflicted or suicide against a student involving a weapon.	HO4		BOE-PDS Policy SDFSCA 20 USC § 7116 8 VAC 20-560-10 8 VAC 20-131-260	
Kidnapping	Unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian. This category includes hostage-taking.	KI1		BOE-PDS Policy SDFSCA Report	
Robbery	The taking, or attempting to take, anything of value that is owned by another person or organization, under confrontational circumstances by force or threat of force or violence or by putting the victim in fear.	RO1	See Also: Burglary/ Theft	BOE-PDS Policy SDFSCA Report	Robbery /(Using force) ROB01 —Actual Robbery ROB02 —Attempted Robbery
Sexual Harassment	Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment.	SX0	All Sex offense codes	SDFSCA Report	
Sexual Offenses Against Staff Forcible Assault	Sexual penetration (e.g. oral, anal, or vaginal) against a staff member without consent.	SX3	All sex offense codes	BOE-PDS Policy Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116 8 VAC 20-560-10	
Sexual Offenses Against Student Forcible Assault	Sexual penetration (e.g., oral, anal, or vaginal) against a student without consent. This category also includes statutory rape that is defined as sexual penetration with or without the consent of a minor.	SX4	All sex offense codes	BOE-PDS Policy Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116 8 VAC 20-560-10	

Offense Term	Definition	Required Codes	Alternative Reference	*Source of Requirements	Sub-Categories
Sexual Offenses Against Staff Attempted Forcible Assault	Attempted sexual penetration (e.g., oral, anal, or vaginal) against a staff member without consent.	SX5	All sex offense codes	BOE-PDS Policy SDFSCA 20 USC § 7116	
Sexual Offenses Against Student Attempted Forcible Assault	Attempted sexual penetration (e.g., oral, anal, or vaginal) against a student without consent. This category also includes statutory rape that is defined as sexual penetration with or without the consent of a minor.	SX6	All sex offense codes	BOE-PDS Policy SDFSCA 20 USC § 7116	
Sexual Offenses Without Force	Lewd behavior, indecent exposure that includes sexual intercourse, sexual contact or other unlawful behavior or conduct intended to result in sexual gratification without force or threat and where the victim is capable of giving consent. Need to consider age, developmentally appropriate behavior, and disability status before using this category.	SX7	All sex offense codes	SDFSCA Report	

Offense Term	Definition	Required Codes	Alternative Reference	*Source of Requirements	Sub-Categories
Aggravated Sexual Battery	A person sexually abuses a victim: who is less than thirteen years of age, or the act is accomplished against the will of the victim, by force, threat or intimidation, or through the use of the victim's mental incapacity or physical helplessness, and—the victim is at least thirteen but less than fifteen years of age, or the accused causes serious bodily or mental injury to the victim, or the accused uses or threatens to use a dangerous weapon. Sexual abuse means an act committed with the intent to sexually molest, arouse, or gratify any person where: The accused intentionally touches the victim's intimate parts, or material directly covering such intimate parts; the accused forces the victim to touch the victim's own, or another person's intimate parts or material directly covering such intimate parts; or the accused forces another person to touch the victim's intimate parts or material directly covering such intimate parts.	SX8	All sex offense codes	BOE-PDS Policy Code of VA §22.1-279.3:1(A) SDFSCA 20 USC § 7116	
Theft Offenses (no force)	The unlawful taking, carrying, leading, or riding away of property from the possession of another person. May include pocket picking, purse snatching, theft from building, from motor vehicle, or from coin-operated machines.	TH1	Burglary/Robbery	SDFSCA Report	Theft Offenses (except motor vehicle) THF01 —Theft of School Property THF02 —Theft of Staff Property THF03 —Theft of Student Property THF04 —Possession of Stolen Property
Theft Offense of a Motor Vehicle	The unlawful taking, carrying, leading, or riding away a motor vehicle or attempted theft of a motor vehicle. This category includes theft of a car, truck, motorcycle, dune buggy, snowmobile, RV, or anything that is self-propelled.	TH2	Burglary/Robbery	SDFSCA Report	Theft of a Motor Vehicle THF06 —Attempted Theft of Motor Vehicle

Offense Term	Definition	Required Codes	Alternative Reference	*Source of Requirements	Sub-Categories
Tobacco Use Possession Sale Distribution	The possession, use, distribution or sale of tobacco products, including smokeless tobacco, on school grounds, at school sponsored events, and/or on school transportation.	TB1		SDFSCA Report	Tobacco Products: TBC01 —Tobacco Use TBC02 —Tobacco Possession TBC03 —Tobacco Sales/Distribution
Threat/Intimidation Against Staff (Physical or Verbal)	To unlawfully place a staff member in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. Need to consider age, developmentally appropriate behavior, and disability status before using this category.	TI1	Harassment-Nonsexual/Hazing/School Threat/Bullying	Code of VA §22.1-279.3:1(A) SDFSCA Report	
Threat/Intimidation Against Student	To unlawfully place student in fear of bodily harm through physical or verbal threats without displaying a weapon or subjecting the person to actual physical attack. Need to consider age, developmentally appropriate behavior, and disability status before using this category.	TI2	Harassment-Nonsexual/Hazing/School Threat/Bullying	SDFSCA Report	
Trespassing	To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry, including students under suspension or expulsion, and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave by the chief administrator, or designee of the facility, campus, or function.	TR1	Burglary/Vandalism	SDFSCA Report	

Offense Term	Definition	Required Codes	Alternative Reference	*Source of Requirements	Sub-Categories
Vandalism	The willful and/or malicious destruction, damage or defacement of public or private property, real or personal, without the consent of the owner or the person having custody or control of it. This category includes graffiti.	VA1	Burglary/Trespassing	SDESCA Report	VAN01 — Vandalism of School Property VAN02 — Vandalism of Private Property VAN03 — Graffiti
Weapon/ Firearm	Possessing or bringing a handgun or pistol to school or to a school event will result in automatic expulsion that may be modified upon an appeal or review of circumstances.	WP1	Threat/Intimidation	BOE-PDS Policy Code of VA §22.1-279.3:1(A) GFSA 20 USC § 7151 8 VAC 20-560-10 8 VAC 20-131-260	
Weapon/ Shotgun Rifle	Possessing or bringing a rifle/shotgun to school or a school event will result in automatic expulsion that may be modified by LEA or review of circumstances.	WP2	Threat/Intimidation	BOE-PDS Policy Code of VA §22.1-279.3:1(A) GFSA 20 USC § 7151 8 VAC 20-560-10 8 VAC 20-131-260	
Weapon Expels a Projectile	Possessing or bringing to school or a school sponsored event any weapon that is designed to expel a projectile or may readily be converted to expel a projectile by the action of an explosive, including live ammunition.	WP4	Threat/Intimidation	BOE-PDS Policy 8 VAC 20-131-260	
Weapon Knife	Possessing or bringing to school or a school sponsored event any sharp-edged instrument that is classified as a knife with a blade of more than three inches is to be classified as a weapon.	WP5	Threat/Intimidation	8 VAC 20-131-260	
Possession of Explosive Device Ammunition	Possession or representation of any weapon that explodes, or is designed to, or may readily be converted to explode. This includes ammunition.	WP6	Threat/Intimidation	BOE-PDS Policy Code of VA §22.1-279.3:1(A) 8 VAC 20-131-260	
Use of Bomb or Explosive Device	Use of any weapon that is designed to explode with the use of a triggering device and is used as a destructive bomb.	WP7	Threat/Intimidation	BOE-PDS Policy Code of VA §22.1-279.3:1(A) 8 VAC 20-131-260	

Offense Term	Definition	Required Codes	Alternative Reference	*Source of Requirements	Sub-Categories
Weapon/Other Firearms	Possessing or bringing any other weapon that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive to school or school event. Includes firearms not mentioned previously (operable or inoperable, loaded or unloaded) such as, but not limited to, zip, or starter gun.	WP8	Threat/Intimidation	BOE-PDS Policy Code of VA §22.1-279.3:1(A) GFSA 20 USC § 7151 8 VAC 20-560-10 8 VAC 20-131-260	
Weapon Other Weapon	Possessing or bringing any weapon, instrument, or object that is designed to, or may readily be converted to inflict harm on another person to school or school event.	WP9	Threat/Intimidation	8 VAC 20-131-260	
Other Weapon	BB GUN- Possessing or bringing any BB gun or rifle that is air powered to any school or school event.	WP0	Threat/Intimidation	8 VAC20-121-260	

Table VII, Part B

Required If a Student Was Suspended or Expelled for any of the Following School Code of Conduct Violations**

Offense Term	Definitions	Alternative Reference	Required Codes	Sub-Categories
Attendance	Violation of state, school division, or school policy relating to attendance.		OT1	ATO01 --Attendance
Bullying	Repeated negative behaviors intended to frighten or cause harm. These may include, but are not limited to verbal or written threats or physical harm.	Harassment/ Threat/ Intimidation	OT1	BU1 -Bullying
Electronic Devices	Using electronic devices that are deemed inappropriate in an education setting.		OT1	COM01 —Beepers COM02 —Cellular Telephones COM03 —Electronic Devices
Disorderly Conduct Insubordination	Unwillingness to submit to authority, refusal to respond to a reasonable request.	Disorderly Conduct/ required codes	OT1	DOC01 --Disrespect (walking away, etc.) DOC02 - Defiance of (refuses requests) DOC04 —Possession of Obscene or Disruptive Literature or Literature DOC05 —Classroom or Campus Disruption DOC06 —Using Obscene or Inappropriate Language or Gestures DOC08 --Minor Insubordination
Drug Violations Over-the-counter Use Possession Sale Distribution	Unlawful use, distribution, sale, solicitation, purchase, possession, transportation, or importation of over-the-counter medication.		OT1	DRG04 —Over-the-counter Med/Use DRG05 -- Over-the-counter Med/Poss. DRG06 -- Over-the-counter Med/Sale/Dist.

Offense Term	Definitions	Alternative Reference	Required Codes	Sub-Categories
Extortion	Unlawfully obtaining or attempting to obtain something of value from another by compelling the other person to deliver it by the threat or eventual physical injury or other harm to that person or person's property.		OT1	EXT01 —Extortion EXT02 —Attempted Extortion
Altercation	Confrontation, tussle, or physical aggression that does not result in injury.	Disorderly Conduct	OT1	FAT01 —Minor Physical Altercation
Gambling	The illegal means and making, placing or receipt of any bet or wager of money or other thing of value dependent upon the result of the game, contest, or any other event with an uncertain outcome.		OT1	GAB01 --Gambling
Harassment	Shoving, throwing objects at someone.	Sexual Harassment or Threat/Intimidation	OT1	HAR01 —Harassment
Hazing	Committing an act or acts against a student or coercing a student to commit an act that creates risk of harm to a person in order to be initiated into a student organization or class.		OT1	HAZ01 --Hazing
Inciting a Riot	Any unlawful use of force or violence that seriously jeopardizes the public safety, peace, or order. Three or more people acting together.		OT1	RTG01 —Inciting a Riot RTG02 —Attempting to incite a Riot

Offense Term	Definitions	Alternative Reference	Required Codes	Sub-Categories
Stalking	One who engages in conduct directed at another person with the intent to place, that person in reasonable fear of death, criminal sexual assault, or bodily injury.		OT1	STA01—Stalking
Other Violations			OT1	SCV01—Inappropriate Personal Property SCV02—Misrepresentation SCV03—Other School Code of Conduct Violation Not Otherwise included
Sexual Offenses Against Staff Offensive Touching	Improper physical contact against a staff member that is offensive, undesirable, and/or unwanted as determined by the victim. Consensual touching (e.g., kissing, walking arm-in-arm) should not be reported, even though such behavior may violate a local school policy. Need to consider age, developmentally appropriate behavior, and disability status before using this category.	Required Sexual Codes	OT1	SX1--Offensive Sexual Touching Against Staff
Sexual Offenses Against Student Offensive Touching	Improper physical contact against a student that is offensive, undesirable, and/or unwanted as determined by the victim. Consensual touching (e.g., kissing, walking arm-in-arm) should not be reported, even though such behavior may violate a local school policy. Need to consider age, developmentally appropriate behavior, and disability status before using this category.	Required Sexual Codes	OT1	SX2--Offensive Sexual Touching Against Student
Tobacco Paraphernalia	Bringing tobacco paraphernalia to school or to a school event.		OT1	TBC04—Bringing Tobacco Paraphernalia To School Or School Events

Offense Term	Definitions	Alternative Reference	Required Codes	Sub-Categories
Violation of Technology Use	The unauthorized violations of technology use according to the Acceptable Usage Policy.		OT1	TEC01 —Unauthorized Use of Technology or Information TEC02 --Causing/ Attempting toCause Damage to Computer Hardware, Software or Files TEC03 —Violations of Acceptable Usage Policy TEC04 —Violations of Internet Policy
Weapon/Look - Alike	Any gun that looks like a real gun or is a toy gun (i.e. water pistols). Category includes look-alike weapons if not used in compliance with local policy.	Threat/Intimidation	OT1	WP3-- Bringing a Toy/Look-Alike Gun to School or School Event.
Possible Weapons	Possessing razor blades, box cutters, fireworks, firecrackers, or stink bombs to school or a school event.		OT1	WPV08 —Bringing Razor Blades/Box Cutters to School or School Events WPV10 —Bringing Firework, Firecrackers, or Stink Bombs to School or School Event

*BOE = Board of Education

PDS = Persistently Dangerous Schools

USC=United States Code

GFSA = Gun Free School Act

**SDFSCA = Safe Drug-Free Schools and Communities Act

VAC=Virginia Administrative Code

Table VIII File Layout For Tab Delimited File
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Header Records (must include all records as indicated)	
SenderID=	<3-digit Division Number of division submitting file>
CreateDate=	<current date in mm/dd/yyyy format>
CreateTime=	<current time in hh:mm:ss format>
EMAIL=	<sender's e-mail address>
~~	
DATATYPE=	DISCIPLN
~	

"A" Record – Fixed Length

Maximum Field Length	Field Name	Field Acceptable Values
1	Record Type	Constant = A
8	Data Collection Name	Uppercase; constant = DISCIPLN
4	Beginning School Year	Your-digit year for beginning of school, 2003
3	Division Number	Leading zeroes must be included, i.e. 005

"B" Record - Tab Delimited (24Columns)
Student/Incident Information

Maximum Field Length	Field Name	Field Acceptable Values
1	Record Type	Constant = B
12	Unique Student Identifier	Unique identifier for each student within a school division; NS=Non-student UN=unknown
3	Enrolled Division Number	Division # where student enrolled 001-999
4	Enrolled School Number	School # where student enrolled 0001-9999
3	Incident Division Number	Division # where incident occurred 001-999
4	Incident School Number	School # where incident occurred 0001-9999
2	Grade	PK = Pre-Kindergarten KG = Kindergarten 01=Grade 1 02=Grade 2 03=Grade 3 04=Grade 4

**“B” Record - Tab Delimited (24Columns)
Student/Incident Information**

Maximum Field Length	Field Name	Field Acceptable Values
		05=Grade 5 06=Grade 6 07=Grade 7 08=Grade 8 09=Grade 9 10=Grade 10 11=Grade 11 12=Grade 12 PG=Post-Graduate
2	Special Education Disability	01=MR - Mental Retardation
		02=SD-Severe Disability
		03=MD - Multiple Disabilities
		04=OI - Orthopedic Impairments
		05=VI - Visual Impairments 06 =HI - Hearing Impairments 07=SLD - Specific Learning Disabilities 08=ED - Emotional Disturbance 09 =SLI - Speech/Language Impairments 10 =OHI - Other Health Impairments 12=DB - Deaf-Blindness 13=AUT - Autism 14=TBI - Traumatic Brain Injury 15=504 16=DD - Developmental Delay
10	Date of Birth	Date mm/dd/yyyy
2	Racial/ethnic Category	00=Unspecified
		01=Native American 02=Asian/Pacific Islander 03=Black(Non-Hispanic) 04=Hispanic 05=White(Non-Hispanic)
		06=Native Hawaiian
1	Gender	F=Female, M=Male
10	Date of Incident	Date mm/dd/yyyy
10	Incident Code	XXXXXX99999, Unique code for each incident (All students involved in a particular incident would be assigned the same incident code.)
5	Primary Code	See Offense Code Listing and Definitions (rev.9/2003)
5	Offense Code 2	See Offense Code Listing and Definitions (rev.9/2003)

**“B” Record - Tab Delimited (24Columns)
Student/Incident Information**

Maximum Field Length	Field Name	Field Acceptable Values
5	Offense Code 3	See Offense Code Listing and Definitions (rev.9/2003)
5	Number of Firearms Confiscated	Leading zeros must be included, i.e. 00100
5	Number of Non Firearms Confiscated	Leading zeros must be included, i.e. 00100
2	Final Division discipline/Sanction	02=Short-term suspension (out of school) 03=Long-term suspension (out of school) 04=Expulsion 05=Special education interim alternative placement-LEA decision 06=Special education interim alternative placement-hearing officer decision 07=Modified expulsion to suspension by LEA under SDFSCA and GFSA 99=None of the above
3	Number of Days Suspended	Numeric (000-maximum school days) 365=One year suspension
2	Number of victims	Numeric (00-99)
1	Alternative Placement	Y=yes; N=no
1	Permanent Expulsion	Y=yes; N=no
2	Time Incident took place	01=During the regular school day
		02=School sponsored activity outside school hours
		03=Non-school sponsored activity outside school hours
		04=In transit on the way to or from school.

Trailer Record

RecordCount=<number of A-B records included in this file>

Table IX
Incidents to be used for Identifying
Persistently Dangerous Schools

Degree of Harm	Description Automatic Caution	Code	Points Per Incident
Category I			One Incident Exceeds The Threshold
	Homicide-Staff-Firearm	HO1	
	Homicide-Student-Firearm	HO2	
	Homicide-Staff-Other Weapon	HO3	
	Homicide-Student-Other Weapon	HO4	
	Forcible Sexual Assault Against Student	SX4	
	Forcible Sexual Assault Against Staff	SX3	
	Attempted Forcible Sexual Assault Against Student	SX6	
	Attempted Forcible Sexual Assault Against Staff	SX5	
	Use of a Bomb	WP7	
Category II			Two Points
	Assault Against Staff with Firearm or Weapon	BA1	
	Assault Against Student with Firearm or Weapon	BA3	
	Actual or Attempted Robbery	RO1	
	Kidnapping/Abduction	KI1	
	Malicious Wounding Without a Weapon	BA5	
	Aggravated Sexual Battery on a Student	SX8	
Category III			One Point
	Illegal Possession of: Handgun	WP1	
	Illegal Possession of: Rifle or Shotgun	WP2	
	Illegal Possession of: Any other Projectile/Weapon	WP4	
	Illegal Possession of: Bomb	WP6	
	Illegal Possession of: Other Firearms	WP8	
	Illegal Possession of Controlled Drugs and Substances with Intent to Distribute or Sell	DR4	

Table X
Regional Centers

DIV NO.	NAME DIVISION	SCH NO.	NAME SCHOOL
260	CENTRAL VIRGINIA GOV SCH FOR SCI/TECH	10	CENTRAL VIRGINIA GOV SCH
261	SOUTHWEST VIRGINIA GOV SCH	10	SOUTHWEST VIRGINIA GOV SCH
262	GOVERNOR'S SCHOOL FOR THE ARTS	10	GOVERNOR SCHOOL FOR THE ARTS
263	ROANOKE VALLEY GOV SCH	10	ROANOKE VALLEY GOV SCH
264	NEW HORIZONS GOV SCHOOL	10	NEW HORIZONS GOV SCHOOL
265	CENTRAL SHENANDOAH VALLEY GS/SCI-TECH	10	CENTRAL SHENANDOAH VALLEY
266	GOV SCH GLOBAL ECONOMICS/TECH	10	GOV SCH GLOBAL ECONOMICS/TECH
267	APPOMATTOX REGIONAL GOV SCH	10	APPOMATTOX REGIONAL GOV SCH
268	A. LINWOOD HOLTON GOV SCH	10	A. LINWOOD HOLTON GOV SCH
269	CHESAPEAKE BAY GOV SCH	10	CHESAPEAKE BAY GOV SCH
270	COMMONWEALTH GOVERNOR'S SCHOOL	10	COMMONWEALTH GOV SCHOOL
271	MAGGIE L. WALKER GOV SCH	10	MAGGIE L. WALKER GOV SCH
273	BLUE RIDGE GOV SCHOOL	10	BLUE RIDGE GOV SCHOOL
274	JACKSON RIVER GOVERNOR'S SCHOOL	10	JACKSON RIVER GOV SCH
276	PIEDMONT GOV SCH FOR MATH/SCI/TECH	10	PIEDMONT GOV SCH FOR MATH/SCI/TECH
280	COOP CTR FOR EXCEP CHILDREN	10	COOP CTR FOR EXCEP CHILDREN
281	MID PENINSULA REG SPEC ED CTR	10	MID PENINSULA REG SPEC ED CTR
282	LAUREL REGIONAL	10	LAUREL REGIONAL SPECIAL ED CTR
283	NORTHERN NECK REGIONAL	10	NORTHERN NECK REG SPECIAL ED
284	NORTHWESTERN REG ED PGM	10	NORTHWESTERN REG ED PGM
285	NEW HORIZONS REGIONAL EDUC CTR	10	NEW HORIZONS REG CTR - AUTISM
286	PIEDMONT REGIONAL ED.	10	PIEDMONT REG ED/IVY CREEK
286	PIEDMONT REGIONAL ED.	1100	IVY CREEK
286	PIEDMONT REGIONAL ED.	20	PIEDMONT REG ED/CEDAR MOUNTAIN SCH
287	SHENANDOAH VALLEY REG	10	SHENANDOAH VALLEY REG
288	SOUTHEASTERN COOP ED PGM	10	SOUTHEASTERN COOP ED PGM
290	N VIRGINIA REG SPEC ED PGM	10	N VIRGINIA REG SPEC ED PGM
291	CENTRAL VIRGINIA REG SPEC ED PGM	10	CENTRAL VIRGINIA REG SPEC ED PGM
292	HENRY CO/MARTINSVILLE REG PGM	10	HENRY CO/MARTINSVILLE REG PGM
299	ROANOKE VALLEY REGIONAL BOARD	10	ROANOKE VALLEY REGIONAL BOARD
301	CHARLOTTESVILLE-ALBEMARLE TECH	130	CHARLOTTESVILLE-ALBEMARLE TECH
302	JACKSON RIVER TECH CTR	330	JACKSON RIVER TECH CTR
304	MASSANUTTEN TECH CTR	980	MASSANUTTEN TECH CTR
305	PIEDMONT TECH ED CTR	430	G W CARVER-PIED TECH ED CTR
306	VALLEY VOCATIONAL TECH	631	VALLEY VOCATIONAL TECH CTR
307	NEW HORIZONS TECH CTR-WOODSIDE	210	NEW HORIZONS TECH CTR-WOODSIDE
307	NEW HORIZONS TECH CTR-WOODSIDE	220	NEW HORIZONS REG ED CTR
308	PRUDEN CTR FOR INDUS/TECH	120	PRUDEN CENTER FOR INDUS/TECH
309	ROWANTY VOCATIONAL TECH CTR	10	ROWANTY VOCATIONAL TECH CTR
310	NORTHERN NECK TECHNICAL CTR	10	NORTHERN NECK TECHNICAL CENTER
311	AMELIA -NOTTOWAY VOC CTR	380	AMELIA -NOTTOWAY VOC CTR
401	LYNCHBURG CITY SECONDARY ALTERNATIVE	401	LYNCHBURG CITY SECONDARY ALTERNATIVE
402	ENTERPRISE ACADEMY/NEWPORT NEWS CITY	402	ENTERPRISE ACADEMY/NEWPORT NEWS CITY
403	TIDEWATER REGIONAL ALTERNATIVE ED PROJECT	403	TIDEWATER REGIONAL ALTERNATIVE ED PROJECT
404	REG ALTERNATIVE PLUS SELF PROJECT/ROANOKE CITY	404	REG ALTERNATIVE PLUS SELF PROJECT/ROANOKE CITY
405	TRANSITION SUPPORT RESOURCE CTR/FAIRFAX	405	TRANSITION SUPPORT RESOURCE CENTER/FAIRFAX
406	PROJECT RETURN/FLUVANNA CO	406	PROJECT RETURN/FLUVANNA CO
407	ALTERN ED PRGM/BEHAV DISORD YOUTH/MONTGOMERY	407	ALTERN ED PRGM/BEHAV DISORD YOUTH/MONTGOMERY

Table XI Edit Checks

Student id is missing
Student id not alpha/numeric
Incident division is required
Incident school is required
Missing or invalid grade.
Missing or invalid grade for school
Missing Centers reporting
Invalid Special Education Disability.
Invalid or Missing Date - Date of Birth must be a valid date in the format MM/DD/YYYY
Date of Birth out of range - Age must be between 0 and 22
Invalid or Missing Race Code
Invalid Gender - Must be F or M
Missing or Invalid date - Incident Date must be a valid date in the format MM/DD/YYYY
Invalid date - Incident Date must be between to_char(v_begin_session_date MM/DD/YYYY) and to_char(v_end_session_date MM/DD/YYYY)
Missing Incident Code
Mising Offense Code 1
Invalid Offense Code 1
BA1 and BA3 offense codes involve a weapon; therefore another weapon offense (WP0, WP1 WP2 WP4 WP5 WP6 WP7 WP8 WP9) must be included .
Invalid Firearmes Confiscated
Invalid offense code - Must have one of the following offenses: WP1 WP2 WP4 WP8 when a firearm is confiscated
Invalid Non Firearmes Confiscated
Invalid offense code - Must have one of the following offenses: WP0, WP3 WP5 WP6 WP7 WP9 WPV08 WPV10 when a non firearm is confiscated
Invalid Final Division Discipline/Sanction Code
Days suspended for discipline code 99 must be 0
Days suspended for short term suspension must be between 1 and 10
Days suspended for long term suspension must be between 11 and 364
Days suspended for discipline code 4 must be 365
Days suspended for discipline code 5 must be between 1 and 45
Discipline/Sanction Code 5 and 6 must have Special Education Code.
Discipline/Sanction Code 5 must apply to any weapon or drug offense
Discipline/Sanction Code 7 must apply to codes WP0, WP1, WP2, WP4, WP6, WP7, WP8, DR1, OR DR4
Duplicate incident code for the same student
Final Division Discipline/Sanction Code 5 must have alternative placement
Days suspended must be between 0 and 364

Weapon Offense Codes (WP0 WP1 WP2 WP4 WP6 WP7 WP8) or Drug Offense Codes (DR1 DR4) or their subcategories require a final sanction of 4 or 7
All Weapon Offense Codes or All Drug Offense Codes or their subcategories require a final sanction of 5 up to 45 days
Invalid final sanction for offense code
Invalid Days Suspended - must be between 0 and 365
Invalid Victim Count - must be a number
Invalid Alternative Placement
Invalid Permanent Expulsion
Invalid Incident Time
There are incidents with the same incident code but with different incident dates
There are incidents with the same incident code but with different time_stamp_code
There are students with same student ID but with different date of birth
There are students with same student ID but with different gender
There are students with same student ID but with different race
There are students with same student ID but with different grade
There are students with same student ID but with different disability
Duplicate subcategory for OT1 exists for the same Student Id/Incident Code
Duplicate offense code or Required offense code and an offense from subcategory exists for the same Student Id/Incident Code

Glossary of Terms

1	The student identifier is a unique identifier locally assigned within a school to provide confidential identification of a specific student. This student identifier is to be used throughout the report, even if the student is involved in multiple incidents or transfers from one school to another within the division.
2	Non-student offender A non-student offender (NS) is an individual that is not enrolled in any Virginia public K-12 School but has been involved in an incident.
3	Unknown offender An unknown offender (UN) is an individual that has committed an offense but is not known.
4	Enrolled division number The enrolled division number is a state assigned three-digit division number for the school division where the student is officially enrolled in school. The division where the student is enrolled should report the incident. In situations where the offender is not a student in any Virginia public K-12 school, the individual committing the offense is not known, include the three-digit number for the reporting division. This may result in duplicate reporting, but the final edit will eliminate duplicate counts. The final report will reflect the location where the incident occurred.
5	Enrolled school number A state assigned four-digit school number for the school where the student is officially enrolled. The school where the student is enrolled should report the incident. Schools not listed on the Fall Membership report will not be accepted.
6	Incident division number The incident division number is a state assigned three-digit division number for the school division where the incident occurred.
7	Incident school number The incident school number is a state assigned four-digit school number for the school where the incident occurred.
8	Grade A student's enrolled grade at the time of the incident shall be determined by the school. (See Table I for grade codes.)
9	Disability codes A unique code is used to identify a student's disability. (See Table II for Disability codes.)
10	Student's date of birth The date of birth (up through the age of 21) is required for all students and shall be entered as (mm/dd/yyyy). Date of birth may be blank for non-students and unknown offenders.
11	Racial/ethnic code The racial/ethnic category shall be used to describe the group to which a student belongs. The category that most closely reflects the individual's recognition in the community should be used for purposes of reporting students who are of mixed racial and/or ethnic origins. The racial/ethnic code is required for all students, but it may be left blank for non-students or unknown offenders. (See Table III for racial/ethnic codes.)

12	<p>Gender</p> <p>The gender code is required for all students; it may be left blank for non-students and unknown offenders.</p>
13	<p>Incident Code</p> <p>The incident code is a unique code of no more than ten characters, locally assigned within a school to identify a specific incident. One code is used on the report for all students involved in a particular incident. This is one of the key fields that links incident records to student records. If multiple students were involved in a specific incident, then all students would be assigned the same incident code. Fighting incidents always involve two or more students. This will generate multiple records with the same incident code whenever an offense code for fighting is used. However, if the same student has more than one offense on different dates, use a different incident code for each incident.</p>
14	<p>Offense Code 1 through 3</p> <p>All required codes must be reported (see Table VII, Part A) regardless of sanction. All “OT1” codes are to be reported if the sanction is a suspension or expulsion.(see Table VII, part B). Offense Code 1 is the primary offense that will be linked to the sanction; however, two more offense codes can be added per incident.</p>

Sample Discipline Data Form

Date _____ Student Number: _____ Incident Number _____
Student Name _____ Referred By _____
Last First MI
Location of Infraction _____ Grade _____
Parent Contacted (Telephone/Time) _____

Offense Code

Primary	Off 2	Off 3
<input type="text"/>	<input type="text"/>	<input type="text"/>

Sanction

Race Code _____
Days _____

Offenses

Alcohol

AL1 or ALC01. Alcohol Use
AL1 or ALC02. Alcohol Possession
AL1 or ALC03. Alcohol Sale or Distribution

Arson/Actual/Attempted

AR1 or ARS01. Arson Actual
AR1 or ARS02. Arson Attempted
AR1 or ARS03. Lighted Firecrackers/
Cherry Bombs/Stink Bombs/
Contribute to a Fire

Assault/Battery

*BA1. Assault/Battery/Firearm or Other Weapon/
Staff
BA2. Assault/Battery/No Weapon/Staff
*BA3. Assault/Battery/Firearm or Other Weapon/
Student
BA4. Assault/Battery/No Weapon/Student
*BA5. Maliciously Wounding without Weapon

Attendance

OT1 or ATO01. Attendance - Violations of
State, School Division or School
Policy relating to attendance

Bomb Threat/Terrorist/Chemical/

Biological

BB1. Bomb Threat

Breaking and Entering/Burglary

BR1 or BRK01. Burglary/Actual
BR1 or BRK02. Burglary/Attempted

Bullying

BU1. Bullying (OT1)

Disorderly Conduct/Substantial Disruptive Behavior

DC1 or DOC03. Disruptive Demonstrations
DC1 or DOC07. Setting Off False Fire Alarm

Disorderly Conduct

OT1 or DOC01. Disrespect/Walking Away
OT1 or DOC02. Defiance/Refuses Request
OT1 or DOC04. Poss. of Obscene/Disruptive
Literature
OT1 or DOC05. Classroom/Campus Disruption
OT1 or DOC06. Obscene/Inappropriate
Language/Gestures
OT1 or DOC08. Minor Insubordination

Drug Violations

DR1 or DRG01. Schedule I&II Drug Use
DR1 or DRG02. Schedule I&II Drug
Possession
*DR4 or DRG03. Schedule I&II Drug
Sale/Distribution
OT1 or DRG04. Over the Counter Med/Use
OT1 or DRG05. Over the Counter
Med/Possession

Drug Violations Con't

OT1 or DRG06. Over the Counter Med
Sale/Distribution
DR1 or DRG07. Marijuana Use
DR1 or DRG08. Marijuana Possession
*DR4 or DRG09. Marijuana Sale/Distribution
DR5 or DRG10. Other Drug Use
DR5 or DRG11. Other Drug Possession
DR5 or DRG12. Other Drug Sale/Distribution
DR5 or DRG13. Drug Overdose/Paraphernalia/
Possession
DR2 or DRG15. Possession of Inhalants
DR2 or DRG16. Use of Inhalants
DR2 or DRG17. Substances Represented as
Drugs (Lookalikes)
*DR4 or DRG19. Anabolic Steroid Sale/
Distribution
DR1 or DRG20. Anabolic Steroid Use and
Possession
DR 3. Theft or Attempted Theft of
Prescription Medication

Electronic Devices/Inappropriate Use

OT1 or COM01. Beepers
OT1 or COM02. Cellular Telephones
OT1 or COM03. Other Electronic Devices

Extortion

OT1 or EXT01. Extortion
OT1 or EXT02. Attempted Extortion

Fighting/Conflict

FA1. Fighting/Serious Injury/Mutual Participation
FA2. Fighting/No or Minor Injury/Mutual Particip.
OT1 or FAT01. Altercation/Confrontation/No Injury

Gang Activity

GA1

Harassment/Hazing/Stalking

OT1 or HAR01. Harassment
OT1 or HAZ01. Hazing
OT1 or STA01. Stalking

Homicide

*HO1. Homicide vs. Staff/Firearm
*HO2. Homicide vs. Student/Firearm
*HO3. Homicide vs. Staff/Other Weapon
*HO4. Homicide vs. Student/Other Weapon

Kidnapping

*KI1. Kidnapping

Other Violations

OT1 or GAB01. Gambling
OT1 or RTG01. Inciting a Riot
OT1 or RTG02. Attempting to incite a Riot
OT1 or SCV01. Inappropriate Personal Property
OT1 or SCV02. Misrepresentation
OT1 or SCV03. Other School or Code of Conduct
Violation not Otherwise Included

Offense Date ____/____/____ Offense Time ____:____ am / pm
For multiple students in same incident enter same date and time code for all.

Total Victims: _____
Number of Firearms Confiscated: _____ Number of Non-Firearms Confiscated: _____

Special Education: _____ 07-LD; 08-ED; 10-OHI; 01-MR; 09-Sp.Lang.; 12-Deaf Blind;
13-Autism; 06-Hearing Impaired; 14 TBI, 05-VI; 02-SD;15-504

Time Element: _____ 01-During Reg. School Day; 02-School sponsored activity outside school hours; 03-Non-
school sponsored activity outside school hours; 04-In transit to and from school.

Robbery/Person/Force or Threat of Force

*RO1 or ROB01. Actual
*RO1 or ROB02. Attempted

Sexual Offenses

SX0. Sexual Harassment
SX1. Offensive Sexual Touching/Staff (OT1)
SX2. Offensive Sexual Touching/Student (OT1)
*SX3. Sexual Assault Staff/Rape
*SX4. Sexual Assault Student/Rape
*SX5. Attempted Sexual Assault/Staff/Rape
*SX6. Attempted Sexual Assault/Student/Rape
SX7. Sexual Offense w/out Force/Lewd
Behavior/Indecent Exposure
*SX8. Aggravated Sexual Battery/Student less
than 15

Technology Use Violations

OT1 or TEC01. Unauthorized Use of
Technology or Information
OT1 or TEC02. Causing/Attempting to
Cause Damage to Computer/
Hardware, Software/Files
OT1 or TEC03. Violation of Acceptable
Use Policy
OT1 or TEC04. Violation Of Internet Policy

Threats/Verbal/Physical

T11. Threat/Intimidation vs. Staff/
Physical/Verbal
T12. Threat/Intimidation vs. Student/
Physical/Verbal

Theft-No Force

TH1 or THF01. Theft/School Property
TH1 or THF02. Theft/Staff Property
TH1 or THF03. Theft/Student Property
TH1 or THF04. Possession/Stolen
Property
TH2 or THF06. Attempted Theft or Theft
of Motor Vehicle

Tobacco Offenses

TB1 or TBC01. Tobacco Use
TB1 or TBC02. Tobacco Possession
TB1 or TBC03. Tobacco Sale/Distribution
OT1 or TBC04. Bringing Tobacco paraphernalia
to School/Event

Trespassing

TR1. Trespassing

Vandalism

VA1 or VAN01. Vandalism of School Property
VA1 or VAN02. Vandalism of Private Property
VA1 or VAN03. Graffiti

Weapons

WP0. BB Gun
*WP1. Weapon Handgun/Pistol
*WP2. Weapon Shotgun/Rifle
OT1 or WP3. Toy/Lookalike Gun to
School/Event
*WP4. Weapon, Expels a Projectile
WP5. Knife to School/Event
*WP6. Possession of Explosive Device/Live
Ammunition
*WP7. Use of Bomb or Explosive Device
*WP8. Zip Gun/Starter Gun/Flare Gun
WP9. Other Weapon
WPV08. Razor Blades, Box Cutter School/Event
WPV10. Fireworks/Firecrackers/Stink Bombs
School/Event (OT1)

Suspensions and Expulsion

02 = short term (1 to 10 days)
03 = Long Term (11-354 days)
04 = Expulsion/suspension (365 days)
05 = Special Ed. Weapons and Drugs only
(1-45 days)
06 = Special Ed. (VA supreme ct)
07 = Used with offense codes WP1, WP2,
WP4, WP6, WP7, WP8, DR1, DR4
(0-364)

Racial/Ethnic Codes

00 unspecified
01 Native American/Alaska Native
02 Asian/Pacific Islander
03 Black (non Hispanic)
04 Hispanic
05 White (non Hispanic)
06 Native Hawaiian

Codes Requiring Victim Count

BA1 HO3 SX7 RO1
BA2 HO4 SX8
BA3 SX0 TH1
BA4 SX3 TH2
BA5 SX4 T11
HO1 SX5 T12
HO2 SX6 KI1

Division Codes (optional)

Principal or Assistant Principal _____ Date entered into collection system ____/____/____

*Offenses to be used for identifying persistently dangerous schools